

**Taylors Rd Landfill
Community Engagement Steering Committee**

TERMS OF REFERENCE

1. Background

The State Government has indicated its intention to rely on the Taylors Road landfill at Dandenong South (formerly Lyndhurst) for “safe management and disposal of industrial waste until 2020”. As a result, EPA, in collaboration with the cities of Greater Dandenong and Casey and the landfill operator, SITA, is initiating a community engagement process to be guided by a Community Engagement Steering Committee (CESC).

This process complements a long-standing and continuing dialogue between SITA and the closest residents to the landfill in Colemans Road. It is not intended to be a substitute for that long standing relationship with the residents of Colemans Road, as they are the people most directly affected by how the landfill operates. Nor is it intended that matters directly affecting only the residents of Colemans Road are matters for consideration by the CESC.

2. Purpose

The overall aims of broadening the community engagement process for the Taylors Road landfill are to:

- Build community understanding of, and confidence in, how the landfill works and its performance is reviewed
- Provide open, accessible and ongoing avenues for community involvement in decisions affecting the landfill operations
- Provide a model for community involvement in the management of these types of facilities
- Ensure the facility is an example of best practice waste management for Victoria.

3. Role and level of influence

The overall role of the Community Engagement Steering Committee (CESC) is to ensure the fair, transparent and accountable inclusion of broader community (which includes all stakeholders) views in decisions about the Taylors Road landfill.

The CESC will also ensure opportunities are maximised for the broader community to:

- build a greater understanding about waste management
- have their views included in decision-making
- deliberate over, and influence, key decisions affecting the monitoring/assessment and implementation of best practice waste management at the site
- review performance of the site.

The CESC is not a decision-making body. Final management decisions regarding the facility will rest with SITA and the relevant State and local government regulators.

It is expected that the CESC will provide advice and recommendations on the best ways to maximise the input and involvement of the broader community as outlined above. The CESC’s advice on these matters will as far as possible form the basis of plans and actions for ongoing community involvement.

In keeping with this role, the focus of the group’s discussions will be on matters directly relating to the operation and monitoring of the landfill itself, rather than on broader matters such as the merits of State policies, standards and classifications in relation to Prescribed Industrial Waste.

4. Specific tasks and activities

Some of the Community Engagement Steering Committee's specific tasks will include:

- Contributing to discussion of various issues surrounding the management of the Taylors Road site such as monitoring and safety, operational issues or future plans
- Identifying varying viewpoints that will need to be presented to the broader community
- Contributing to the plan for engaging with the broader community in the south east Melbourne metropolitan area
- Reviewing the content of information distributed to the public to ensure it is fair and balanced.
- Commenting and reviewing any community surveys (or the like) to ensure the design and distribution is appropriate
- Commenting on advertising, media and potential PR related to community engagement at the landfill to ensure it is balanced and appropriate
- Agreeing on the participant representation at any events, e.g. including: the stakeholder groups to be invited, the regional area from which participants will be elicited, the advertising process to elicit broad and inclusive participation, the selection process if needed (i.e. if there are too many nominations)
- Contributing to any engagement events as agreed by the group (e.g. as 'experts', observers, table facilitators or scribes, participants)
- Overseeing the outcomes of the process and feedback to participants, and back to SITA and relevant regulators
- Requesting information from relevant stakeholders including EPA, to assist in clarifying process and policy regarding waste management in Victoria.

5. Membership and the role of members

The members of the CESC are:

Member	Interest	Organisation
Tony O'Hara	Hampton Park residents and local environmental and community interests	Treasurer, Hampton Park Progress Association Casey Conservation Advisory Committee Friends of River Gum Creek Friends of Hampton Park Library
Jason Wood	Lynbrook residents	Lynbrook Residents Association
Ian Jenz (substitute Helen Russo)	Residents of Colemans Road	President, Colemans Road Ratepayers Association (Secretary, CRRRA)
Jim Houlahan	Dandenong residents and ratepayers	Dandenong Residents and Ratepayers Association
Thelma Wakelam	Resident and broader interests in the SE region	Secretary, RATWISE
Geraldine Gonsalvez	Residents and other community interests in the SE region	Australian Indian Innovations Inc Chairperson, RATWISE Rowan Park Preservation House Southern Women's Australian Network
Andrew Tytherleigh	Waste producers and treaters	Executive Director, Victorian Waste Management Association
Laurence Halvy	Adjacent/local industry	General Manager, Fresh Start Bakeries, Lyndhurst
Malcolm Baker	Regulation of the landfill operations and broader community interests in CGD	Director Development Services, City of Greater Dandenong
Yvonne Herring	Regulation of the landfill operations and broader community interests in CGD	Councillor, City of Greater Dandenong
David Richardson	Regulation of the landfill operations and broader community interests in Casey	Manager Engineering and Environmental Services, City of Casey

Lynette Keleher	Regulation of the landfill operations and broader community interests in Casey	Councillor, City of Casey
Susan Carter	Community engagement	Community Relations Officer, EPA
Colin McIntosh	Regulation of the landfill operations	Landfill Unit, EPA
Mark D'Agostino	Health impacts	Environmental Health Officer, Dept of Human Services
Marc Boxer	Land use planning	Dept of Planning and Community Development
Evan Kyriakopoulos	Landfill operations	Landfill Operations Manager, SITA Environmental Solutions
Michael O'Keeffe	Landfill operations	Post Collection Manager, SITA Environmental Solutions
Bruce Turner	Community involvement	CESC independent facilitator Phoenix Facilitation

The membership and these Terms of Reference will be reviewed after the first 12 months of operation by the independent facilitator in consultation with the CESC members and CESC selection panel (comprising EPA, Greater Dandenong and Casey Councils and SITA). The frequency of ongoing reviews will be considered at that time. (NB This is not meant to preclude evaluations of the group's process and progress during the first 12 months).

Additions or changes to the membership of the group may occur at the discretion of the independent facilitator in discussion with the CESC if it becomes apparent that the collective membership of the Community Engagement Steering Committee does not adequately capture the diversity of backgrounds and views of the landfill's broad set of stakeholders. Maximum numbers for the Steering Committee are around 20.

Participation on the CESC:

- is voluntary
- does not preclude members from being involved in other forums and avenues for input to State policy considerations on industrial waste
- does not affect participants' rights to participate in any statutory decision-making processes concerning the operation of the landfill (i.e. members are not required to endorse any particular decisions or outcome/s of the engagement process, and any differences of view arising in CESC meetings will be recorded in the minutes).

In joining the CESC, members are both expected and encouraged to:

- value the opportunity to help ensure the Taylors Road landfill site is accountable, well-managed and an example of best practice waste management for the state
- make themselves available to groups and individuals in the wider community (apart from the media, as addressed in the section on media contact below) as a contact for information about, and input to, the process
- pass on CESC-endorsed information about the process to the community (and input to the process from the community) whatever their personal views may be [NB information acquired at CESC meetings may only be circulated if specifically agreed by the CESC]
- commit the time to attend meetings as outlined under 'Meetings' below.

CESC members will not be assumed to speak for the whole of the broader community; rather they represent a selection of views and are charged with ensuring that all sectors of the community have an opportunity to provide their own thoughts and opinions.

6. Independent facilitator

Bruce Turner of Phoenix Facilitation Pty Ltd has been appointed by EPA Victoria to chair CESC meetings. His role is to act in the interests of a fair and constructive process. In that role he will endeavour to be independent and impartial. He will not be providing advice on the merits of anyone's view or ideas, or deciding between different options that may be discussed.

The facilitator will review and edit 'raw' notes of CESC meetings, prior to their circulation as a draft to members, to ensure they reflect a balanced record of key points of agreement, actions and conclusions.

If the facilitator or any other participant becomes aware of any circumstances that might reasonably be considered to affect the facilitator's capacity to act impartially, the CESC will be informed of those circumstances and the Committee will advise whether to continue the process with the current facilitator.

6.1. Appointment of a new facilitator

If for any reason a new independent facilitator is required to be appointed, the selection of the new facilitator will be made by a subcommittee of the CESC that is broadly reflective of the CESC's membership at the time (including EPA, SITA, Council and community representatives) in consultation with the CESC.

7. Attendance by non-members

Attendance by non-members at particular meetings may be helpful to the CESC in a variety of ways, such as providing additional expert knowledge and experience, or strengthening links to interests not fully represented on the CESC.

The independent facilitator has discretion as to how many visitors can attend a meeting. Depending on the constraints of the meeting room or process, visitors may be asked to sit separately from CESC members at meetings.

8. Meetings

The Community Engagement Steering Committee is expected to meet every 4-6 weeks (approximately).

8.1 Venue

The CESC will determine the location and time of day suitable to the majority of members. Forums involving the wider community will be held at a variety of other local venues.

8.2 Minutes of meetings

Points of discussion, actions and recommendations from meetings will be recorded as minutes. The initial draft minutes will be reviewed by the independent facilitator prior to being distributed as a draft to the Committee (generally at least one week prior to the next meeting). The minutes will be made publicly available once they have been confirmed by the Committee.

8.3 Conduct

The collective membership of the Community Engagement Steering Committee will, as far as possible, capture the diversity of backgrounds and views of the facility's broad set of stakeholders. Therefore, diversity of opinion within the group is expected. Members are required to respect the views of others at all times and to contribute to discussion in a manner that provides members with an equal voice. The members will also actively seek to engage with, and learn from, others.

Since the CESC is not democratically constituted and has no formal decision-making powers, every effort will be made to develop recommendations and reach conclusions by consensus.

9. Communication with the wider community

In the interests of an open process and two-way communication between the community and CESC (as indicated in section 5), members will allow their names and contact numbers to be publicised in the local community.

In order to ensure balanced reporting of the CESC's discussions, the minutes of meetings will be reviewed by the whole group as outlined under 'Meetings' above. Once meeting minutes are confirmed by the CESC, they will be made available on (or via a link from) the websites of the Councils involved and EPA, and members are encouraged to make them available through their networks.

9.1 Contact with the media

In order to ensure clear and consistent communication about/from the CESC process, members are not permitted to speak individually as spokespersons for the CESC or to circulate information acquired at CESC meetings unless specifically agreed to by the CESC.

Once information is legitimately in the public domain, members are not constrained from publicly expressing their interest group's or individual opinions, provided they make it clear that they are not representing the views of others on the CESC, and do not quote other CESC members.

If the CESC believes a media statement would be helpful to the engagement process at any point, the CESC will endeavour to agree the content of the statement and delegate the drafting of it, in the first instance, to the independent facilitator. The facilitator will act as the coordinator for media inquiries in relation to these media statements.

10. Breaches of these Terms of Reference

If there is a breach of trust in relation to these Terms of Reference, particularly in regard to communication with the wider community, the CESC (and/or independent facilitator) should discuss the matter with the member(s) involved. If the breach is repeated, the facilitator has the discretion to ask the member(s) to leave the CESC.

11. Endorsement

In signing this document, the CESC members indicate their understanding of and agreement to these Terms of Reference.

Member	Signature	Date
Malcolm Baker		
Marc Boxer		
Susan Carter		
Mark D'Agostino		
Geraldine Gonsalvez		
Laurence Halvy		
Cr Yvonne Herring		
Jim Houlahan		

Ian Jensz
(substitute –
Helen Russo)

Cr Lynette Keleher

Evan Kyriakopoulos

Colin McIntosh

Tony O'Hara

Michael O'Keefe

David Richardson

Andrew Tytherleigh

Thelma Wakelam

Jason Wood

Bruce Turner

In signing this statement, non-members who attend CESC meetings indicate their understanding of and agreement to these Terms of Reference.

Name (Organisation)

Signature

Date

Daniel Fyfe (SITA)

Renee Deverson
(SITA)
